GRANT APPLICATIONS

Fiscal Year – July 1, 2003 to June 30, 2004

DEADLINE: Friday April 25, 2003

Utah Office Of Museum Services

GRANT APPLICATION GUIDELINES

GRANT DEADLINE: Friday, April 25, 2003

**ATTENTION: New changes have been made to the OMS Grants Program.
Please read the Grant Guidelines and Applications carefully.**

Application Deadline

Applications must be postmarked by **Friday, April 25, 2003**. Notification of the grant awards will be sent on or before – Friday, June 20, 2003. Mail applications to: Utah Office of Museum Services, 300 Rio Grande Street, Salt Lake City UT 84101. Applications may also be faxed to (801) 533-3588 but must be received by deadline date. For further information or if you need assistance in preparing your grant, call OMS at (801) 533-3589/3592. Application forms may be down loaded from our home page at: DCED.utah.gov/museum. **Note: There will be only one grant cycle during FY 2004**.

Utah Office of Museum Services

The Utah Office of Museum Services (OMS) was created by the 1993 Utah State Legislature to provide Utah museums with technical assistance, professional training, and funding through a state grants program. OMS is a state agency within the Department of Community and Economic Development and is administered by two staff members and an eleven member Advisory Board appointed by the Governor. Board members are: Robert Marquardt, Chair; Don Hague, Vice Chair; Curt M. Allman, Larry Douglas; Lynne Goodwin; Campbell Gray; Harold (Hal) Hickman; Janet Petersen; Jane Ream; Ann Tempest and Patty Timbimboo-Madsen.

Types of Grants

There are three categories of grants available to Utah Museums:

- **Stabilization Grants** provide a maximum of **$3,000** to assist in improving a museum's fundamental (nuts and bolts) operations.

- **Enhancement Grants** provide a maximum of **$6,000** to help museums in developing new projects or expanding existing programs.

- **Development Grants** provide a maximum of **$500** for those museums open to the general public fewer than the 1,000 hours per year required by the Stabilization and Enhancement Grants.

Restrictions

Museums may submit a grant application for both Stabilization and Enhancement Grants.   However, only one grant will be awarded.

Who May Apply

Grants are available to museums located in Utah. The definition of "museum" is "an organized and permanent nonprofit institution that exists on a permanent basis for essentially educational or aesthetic in purpose, with a responsible staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public on a regular schedule. An institution exhibits objects to the public if it exhibits the objects in facilities it owns or operates.

The following are among the types of institutions that are eligible to apply if they satisfy all other eligibility requirements:

Aquariums	*Historical Homes/Sites*
Arboretums	*Natural History Museums*
Art Museums/Centers	*Nature Centers*
Botanical Gardens	*Planetarium/Science Centers*
Children's Museums	*Specialized Museums*
General Museums	*Zoological Park*
Historical Museums	

Description of Stabilization Grants

Stabilization Grants provide a maximum of $3,000 to assist in improving a museum's fundamental (nuts and bolts) operations.

General Conditions

1. All grants are awarded on a one-to-one (**cash or in-kind**) match basis.

2. Grant awards will not exceed $3,000.

3. OMS will not fund a grant request that duplicates funding from another local, state, or national government agency. The Office will fund different parts of a larger project, i.e., printing of a catalog for an exhibition and the design and display of an exhibition itself.

4. When a consultant is used as part of the project, a resume must be attached showing consultant's qualifications.

Projects Eligible for Support Include, but are not Limited to the Following:

- Cataloging
- Conservation treatment of specific objects
- Purchases of equipment, e.g., computers, printers, etc. Requests must be accompanied by two (2) quotations and documentation from the vendor of choice.
- Fund raising plans;
- Minor building renovations, including new roofs, heating/cooling systems, repairs to doors and windows, etc.
- Attendance at workshop or conference
- Supporting the costs of a visiting professional who will provide training to museum staff.

Activities Ineligible for Stabilization Grants

- Endowments;
- Acquisition of objects for the collection;
- Salaries for existing part-time or full-time staff positions;
- Projects that have been initiated prior to the date of the award;
- Prizes and awards;
- Expenses for entertainment;
- Lobbying expenses.

Eligibility Requirements

Museums Applying for Stabilization Grants Must:

1. Be located in Utah;

2. Have tax-exempt status (501)(c)(3) with the Internal Revenue Service; or be operated by a government entity;

3. Be open to the general public on a regular basis with a publicly announced and adhered to schedule of at least 1,000 hours per annum;

4. Have as a primary purpose the display or use of collections and exhibits. An institution exhibits objects to the public if it exhibits the objects through facilities it owns or operates;

5. Have been incorporated and have been exhibiting to the public for at least one year prior to the submission of the grant application; and

6. Have at least one full-time paid or unpaid staff member or the equivalent, whose primary duty is the care, acquisition or exhibition to the public of objects owned or used by the museum.

Review Process and Criteria for Stabilization Grants

A panel selected from Utah museums and representatives from Utah's education, tourism, and economic development communities will review eligible applications. The panel will provide recommendations to the Utah Office of Museum Services Advisory Board which will make the final grants decision.

The following criteria will be used to evaluate applications:

- Evidence of sound organizational planning and fiscal management for project;
- Demonstrated merit of the project;
- Evidence of ability to administer and implement the project;
- Long-term benefits project will have on the museum;
- Completeness and clarity of applications.

Confirmation/Acknowledgments

Upon receipt of the Utah Office of Museum Services notification of award, the grantee must confirm acceptance of the grant by returning the Acceptance Letter. Grant Award is subject to final approval by State's signing of contracts.

1. A copy of the contract will be mailed to grantees with the first 90% of the grant award.
2. The grantee shall give credit to the **Utah Office of Museum Services** in promotion, publicity, and advertising associated with this project. The OMS logo is also available for use.
3. All grant recipients will be required to submit an Evaluation Report Form to the Utah Office of Museum Services within thirty (30) days of project completion.
4. Copies of publicity and promotional materials should accompany the evaluation Report Form.
5. The final 10% payment will be made to grantee upon completion of the project and receipt of the Evaluation Report Form at the Utah Office of Museum Services.

Utah Office of Museum Services

ENHANCEMENT GRANTS

GRANT DEADLINE: Friday, April 25, 2003

Description of Enhancement Grants

Enhancement Grants provide a maximum of $6,000 for developing public programs and services that meet demonstrated community needs.

General Conditions

1. All grants are awarded on a one-to-one (**cash or in-kind**) match basis.

5. Grant awards will not exceed $6,000.

6. OMS will not fund a grant request that duplicates funding from another local, state, or national government agency. The Office will fund different parts of a larger project, i.e., printing of a catalog for an exhibition and the design and display of an exhibition itself.

7. When a consultant is used as part of the project, a resume must be attached showing consultant's qualifications.

Projects Eligible for Enhancement Grants Include, but are not Limited to the Following:

- Design, preparation and installation of exhibitions and related public programs;
- Interpretive seminars, lectures and workshops;
- Pamphlets, brochures and printed material to support programs, exhibits or other educational materials (please attach at least two (2) competitive quotes for projects over $2,000);
- Outreach programs to schools and community organizations;
- Exhibit sharing and traveling exhibits.

Activities Ineligible for Enhancement Grants

- Endowments;
- Acquisition of objects for the collection;
- Salaries for existing staff positions;
- Projects that have been initiated prior to the date of the award;
- Prizes and awards;
- Expenses for entertainment;
- Lobbying expenses.

Eligibility Requirements for Enhancement Grants

Museums Applying for Enhancement Grants Must:

1. Be located in Utah;

2. Have tax-exempt status (501)(c)(3) with the Internal Revenue Service or be operated by a government entity;

3. Be open to the general public on a regular basis with a publicly announced and adhered to schedule of at least 1,000 hours per annum;

4. Have as a primary purpose the display or use of collections and exhibits. An institution exhibits objects to the public if it exhibits the objects through facilities it owns or operates;

5. Have been incorporated and have been exhibiting to the public for at least one year prior to the submission of the grant application; and

6. Have at least one full-time paid or unpaid staff member or the equivalent, whose primary duty is the care, acquisition or exhibition of objects owned or used by the museum.

Review Process and Criteria for Enhancement Grants

A panel selected from Utah museums and representatives from Utah's education, tourism, and economic development communities will review eligible applications. The panel will provide recommendations to the Utah Office of Museum Services Advisory Board which will make the final grants decision.

The following criteria will be used to evaluate applications:

- Evidence of sound organizational planning and fiscal management for project;
- Demonstrated merit of the project;
- Evidence of ability to administer and implement the project;
- Long-term benefits project will have on the museum;
- Completeness and clarity of applications.

Confirmation/Acknowledgements

Upon receipt of the Utah Office of Museum Services notification of award, the grantee must confirm acceptance of the grant by returning the Acceptance Letter. Grant Award is subject to final approval by State's signing of contracts.

1. The first payment of ninety percent (90%) of the grant award will be mailed to the grantee after all signatures are obtained on the contract.
2. The grantee shall give credit to the **Utah Office of Museum Services** in promotion, publicity, and advertising associated with this project. The OMS logo is also available for use.

3. All grant recipients will be required to submit an Evaluation Report Form to the Utah Office of Museum Services within thirty (30) days of project completion.

4. Copies of publicity and promotional materials should accompany the Evaluation Report Form.

5. The final 10% payment will be made to grantee upon completion of the project and receipt of the Evaluation Report Form at the Utah Office of Museum Services.

6. The contract will be completed and closed upon receipt of the Evaluation Report Form at the Utah Office of Museum Services.

Utah Office of Museum Services

DEVELOPMENT GRANTS

GRANT DEADLINE: Friday, April 25, 2003

Description of Development Grants

Development Grants provide a maximum of $500 for those museums open to the general public fewer than 1,000 hours per year required by the Stabilization and Enhancement Grants.

Development grants require no matching funds.

Projects Eligible for Development Grants Include, but are not Limited to the Following:

- Minor building renovations, including new roofs, heating/cooling systems, repairs to doors and windows, improving accessibility, etc.
  - Cataloging;
  - Preventive Conservation
- Design, preparation and installation of exhibitions and related public programs;
- Interpretive seminars, lectures and workshops;
- Pamphlets, brochures and printed material to support education programs or exhibits;
  - Purchases of equipment, e.g., computers, printers, etc.
  - Attendance at workshop or conference
  - Supporting the costs of a visiting professional who will provide training to museum staff.

Activities Ineligible for Development Grants

- Endowments;
- Acquisition of objects for the collection;
- Salaries for existing part-time or full-time staff positions;
- Prizes and awards;
- Expenses for entertainment;
- Lobbying expenses.

Eligibility Requirements for Development Grants

Museums Applying for Development Grants Must:

1. Be located in Utah;
2. Have tax-exempt status (501)(c)(3) with the Internal Revenue Service; or be operated by a government entity;
3. Have as a primary purpose the display or use of collections and exhibits. An institution exhibits objects to the public if it exhibits the objects through facilities it owns or operates;
4. Have been incorporated and have been exhibiting to the public for at least one year prior to the submission of the grant application; and
7. Have at least one full-time paid or unpaid staff member or the equivalent, whose primary duty is the care, acquisition or exhibition to the public of objects owned or used by the museum.

Review Process and Criteria for Development Grants

A panel selected from Utah museums will review eligible applications. The panel will provide recommendations to the Utah Office of Museum Services Advisory Board which will make the final grants decision.

The following criteria will be used to evaluate applications:

- Evidence of sound organizational planning and fiscal management for project;
- Demonstrated merit of the project;
- Evidence of ability to administer and implement the project;
- Long-term benefits project will have on the museum.

Confirmation/Acknowledgements

Upon receipt of the Utah Office of Museum Services notification of award, the grantee must confirm acceptance of the grant by returning the Acceptance Letter. Grant Award is subject to final approval by State's signing of contracts.

7. Payment will be mailed to grantee after all signatures are obtained on the contract. Payment is based on actual costs.

8. The grantee shall give credit to the **Utah Office of Museum Services** in promotion, publicity, and advertising associated with this project. The OMS logo is also available for use.

9. All grant recipients will be required to submit an Evaluation Report Form to the Utah Office of Museum Services within thirty (30) days of project completion.

10. Copies of publicity and promotional materials should accompany the Evaluation Report Form.

11. The contract will be completed and closed upon receipt of the Evaluation Report Form at the Utah Office of Museum Services.

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Utah Office of Museum Services

GRANT APPLICATION

Use this application for all 3 grants

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I am Applying for: **Stabilization Grant** ☐   **Enhancement Grant** ☐   **Development Grant**   ☐

- Read grant guidelines carefully before filling out the application. Incomplete forms may invalidate your application.
- Make a copy of the application for your files.
- Answer all questions in the space provided on the form. Do not extend to supplemental pages unless specified.
- Double-check your addition to make sure it is correct.
- Send completed application to:

> **Utah Office of Museum Services**
> **300 Rio Grande Street**
> **Salt Lake City, UT 84101**
> **(801) 533-3589/3592 – Fax 533-3588**

Applicant/Organization _____

Mailing Address _____

City _____ Zip _ _ _ _ _ (+4) _ _ _ _ (zip + 4 required)

Contact Person _____ Daytime Phone _____

Alternate Contact _____ Daytime Phone _____

Federal Employee Identification Number _ _ -- _ _ _ _ _ _ _   Date of Incorporation _____

State Legislative House of Representative District # _____   State Legislative Senate District # _____

Do you have a Non-Profit Status? _____ Yes _____ No   (If yes and first time applying, please submit "Letter of Determination")

Project Title or Brief Description _____

Grant Beginning Date (Project cannot begin prior to July 1, 2003) _____

Grant Completion Date _____   Exhibition Date (If Applicable) _____

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Grant Amount Requested: $_____

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TOTAL MUSEUM FISCAL ACTIVITY   MOST RECENTLY COMPLETED FISCAL YEAR   ESTIMATED CURRENT FISCAL YEAR
(If you are part of a larger organization, list   to   to
Financial Information on Museum only)
Operating Income $_____ $_____
Operating Expenses $_____ $_____

Governing control of Museum
Circle one of the following:
1. Federal   2. State   3. Municipal   4. County   5. Private Nonprofit

Museum's discipline
Circle one or more of the following:

1. Aquarium	6. Historic House/Site	10. Planetarium
2. Arboretum/Botanical Garden	7. History	11. Science/Technology
3. Art	8. Natural History/Anthropology	12. Zoos
4. Children's Youth	9. Nature Center	13. Specialized** _____
5. General* _____		

* A museum with collections representing two or more disciplines equally (e.g., art and history)
**A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group)

_____Year the museum was first open and exhibiting objects to the general public
_____Total number of hours the museum was open to the public for the 12-month period prior to application
_____Number of *full-time paid* museum staff   _____Number of *part-time paid* museum staff
_____Number of *full-time unpaid* museum staff   _____Number of *part-time unpaid* museum staff

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GRANT APPLICATION

1. Describe the need for the project (To attend a conference/workshop, go to question 6):

    _____
    _____
    _____
    _____
    _____
    _____
    _____

2. Describe the project or component of project for which the Utah Office of Museum Services support is requested:
    (Please be very specific):

    A. What is the project?

    _____
    _____
    _____
    _____
    _____
    _____

    B. What do you plan to do?

    _____
    _____
    _____
    _____
    _____
    _____

    C. How?

    _____
    _____
    _____
    _____
    _____
    _____

    D. When?

    _____
    _____
    _____
    _____
    _____

3. Describe the audience who will benefit from the project *(i.e., ethnic, students, adults, etc.):*

_____

_____

_____

_____

_____

_____

4. Describe specific community involvement and collaborative partners *(identify communities, volunteers, schools, etc. who will be involved in any way in carrying out your project.):* _____

_____

_____

_____

_____

_____

_____

5. Describe the long-term benefits this project will have to your museum:

_____

_____

_____

_____

_____

_____

6. Answer the following questions for attendance at conference/workshop:

    A. Title and location of conference, workshop or seminar: _____

    B. Dates applicant will be attending:_____

    C. Name/Position of staff attending: _____

    D. Has individual previously attended this conference/workshop: Yes _____ No _____ If Yes, When? _____

    E. Value of training for individual: _____

    _____

    _____

    _____

    _____

    F. Value of training for museum: _____

    _____

    _____

    _____

    _____

BUDGET: EXPENSES

NOTE: Indicate in right-hand column what expense OMS grant will cover.

Applicant Funds: **OMS Grant:**

Personnel *(Payment for employee's actual salary/wages.   Assessment fees and benefits are not allowed.)*

		x Hours	x Rate		
Administrative	No. of Positions _____	_____	_____	$_____	$_____
Curatorial	No. of Positions _____	_____	_____	$_____	$_____
Technical/Clerical	No. of Positions _____	_____	_____	$_____	$_____
Other	No. of Positions _____	_____	_____	$_____	$_____

 List specific information under each category

Consultant Fees ....$_____ $_____

Rentals...$_____ $_____

Publicity and Promotion...$_____ $_____

Phone/Postage ....$_____ $_____

Supplies...$_____ $_____

(list supplies)_____

_____

Insurance ....$_____ $_____

Other ....$_____ $_____

(list other) _____

In-Kind contributions *(Services and materials donated to this project. Volunteer time is calculated at $8.00 per hour, unless the volunteer is donating services which he/she provides as part of his/her profession in which case time is calculated at that person's professional rate.)*

Donated Services/Materials Contributed: *Rate*   *Dollar Value*
_____ $_____ $_____
_____ $_____ $_____
_____ $_____ $_____

Total In-Kind Contributions Dollar Value ....$_____

TOTAL EXPENSES EACH COLUMN ....$_____ $_____

TOTAL ALL PROJECT EXPENSES *(total of both columns)*   **$_____**

(TOTAL EXPENSES *MUST* EQUAL TOTAL INCOME PAGE 5)

BUDGET: INCOME

Revenue *(earned income committed to project)*

    Admissions .... $_____

    Memberships... $_____

    Gift Shop Income.. $_____

    Applicant Cash... $_____

    Other (Specify) .... $_____

Support *(unearned income committed to project; please identify source)*

    Corporate Support.. $_____

    Foundation Support.. $_____

    Government Support... $_____

        Federal .... $_____

        State .... $_____

        Local .... $_____

In-Kind Contributions *(Services and materials donated to this project. Volunteer time is calculated at $8.00 per hour unless the volunteer is donating services which he/she provides as part of his/her profession in which case time is calculated at that person's professional rate) In-kind contributions must be included in project as an expense. If more space is needed, enclose page with itemized list.)*

    Donated Services/Materials Contributed: *Rate*   *Dollar Value*

    _____ $_____ $_____

    _____ $_____ $_____

    _____ $_____ $_____

        Total In-Kind Contributions Dollar Value.. $_____

Other Private Support .... $_____

    Identify Source _____

    _____

        TOTAL INCOME.. **$_____**

        GRANT AMOUNT REQUESTED FROM OMS .... **$_____**

        TOTAL PROJECT INCOME .... **$_____**

        (TOTAL INCOME *MUST* EQUAL TOTAL EXPENSES PAGE 4)

Authorized Signature(s)
    Administrative Officer _____
    Signature_____ Date _____
    Fiscal Officer (*if different from Administrative Officer*) _____
    Signature_____ Date _____